

JAN 1968

Approved For Release 2000/08/03 : CIA-RDP72-00450R000100280053-4

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CIA ARCHIVES & RECORDS CENTER

2 January 1968

SUMMARY OF CY 1967 ACTIVITY

1. ACCESSIONING

The A&RC accessioned 18,157 cu. ft. during CY 1967, which breaks down as follows: Inactive Records - 9,790 cu. ft.; Supplemental Distribution - 3,571 cu. ft.; Vital Records - 2,021 cu. ft.; and Archives - 2,775 cu. ft.

2. REFERENCE

During CY 1967 the A&RC serviced requests for 111,926 reference items. It was necessary to make 38 special deliveries of urgently needed documents to Headquarters.

3. DISPOSITION

Disposition action was taken on 8,712 cu. ft. of records; 4,503 cu. ft. were destroyed by the A&RC and 4,209 were transferred back to the retiring Office or to the Archives.

4. ARCHIVES

During CY 1967, 2,599 cu. ft. were added to the Agency Archival Holdings. Since the Archival Records are accessioned on a document by document basis, it should be noted that during CY 1967 15,092 documents were accessioned. Three new series were added during CY 1967: the OCI Finished Intelligence Reports, the Official Personnel Tables of Organization, and work was started on the NPIC Finished Intelligence Reports. There were 4,057 references to the Archives, which included requests from DIA and The White House.

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Group 1
Excluded from automatic
downgrading and
declassification

6. TOTAL HOLDINGS

The net increase for CY 1967 was 9,445 cu. ft. The Total Holdings as of 2 January 1968 amounts to 101,658 cu. ft., which breaks down as follows with CY 1966 totals in parentheses: Inactive Records - 65,722 cu. ft. (60,076); Supplemental Distribution - 20,286 cu. ft. (19,525); Vital Records - 9,557 cu. ft. (9,118); and Archives - 6,093 cu. ft. (3,494).

7. VISITORS

During CY 1967 the following personnel researched records at the A&RC in connection with writing the history of their respective components:

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In addition to the history writers there were 540 visitors to the A&RC.